

## CM-ECF Procedure Docket Report

The Docket Report displays docket information for a specific case. The report will display docket information in a variety of sorting options including the following:

- ◆ Filing Date
- ◆ Enter Date
- ◆ Docket Text in Ascending Order
- ◆ Docket Text in Descending Order
- ◆ Show Terminated Parties
- ◆ Public Docket
- ◆ Include Receipts
- ◆ Start and Ending Dates
- ◆ Start and Ending Document Ranges

**STEP 1** Left click the **Reports** hypertext link on the **CM/ECF Main Menu Bar** (See Figure 1.)



□igü•ẽ Ò



**STEP 2**  
The  
**REP  
ORT  
S**  
screen  
displ  
ays  
(See  
Figure  
2.)

□ i g u • ð Æ



L

e

f

t

c

l

i

c

k

t

he Docket Report hypertext link.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

## PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

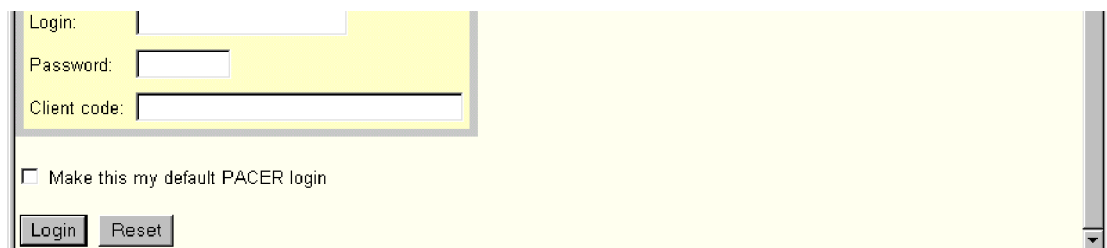
An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

**STEP 3** The **PACER Login** screen displays. (See Figure 3.)

**Figure 3**

- ◆ Enter your Pacer login and password and click **[Login]**.

A screenshot of the PACER login interface. It features a yellow background with a white border. On the left, there are three input fields: 'Login:', 'Password:', and 'Client code:'. Below these fields is a checkbox labeled 'Make this my default PACER login'. At the bottom left, there are two buttons: 'Login' and 'Reset'. A vertical scrollbar is visible on the right side of the form.

Login:

Password:

Client code:

☐ Make this my default PACER login

**STEP 4** The **DOCKET SHEET QUERY** screen displays. (See Figure 4.)

The screenshot shows the CM-ECF Docket Sheet form. At the top is a blue navigation bar with the CM-ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is the title "Docket Sheet". The form contains several input fields and checkboxes. The "Case number" field is a text box. Below it are two radio buttons: "Filed" (selected) and "Entered". To the right of the "Entered" radio button are two text boxes for date ranges, separated by a "to" label. Below these are two more text boxes for "Documents" with a "to" label. There are three checkboxes: "Public docket" (checked), "Include terminated parties" (checked), and "Include links to Notice of Electronic Filing" (unchecked). Below the checkboxes is a "Sort by" dropdown menu set to "Oldest date first". At the bottom are two buttons: "Run Report" and "Clear".

Figure 4


- ◆ Docket sheet information can be requested in the following ways:
  - ! Sort docket text using the “Filing” date.
  - ! Sort docket text using the “Enter” date.
  - ! Display docket text in ascending order.
  - ! Display docket text in descending order.
  - ! Show terminated parties.
  - ! Public docket.
  - ! Include links to Notice of Electronic Filing.
  - ! Sort by date.
  - ! Sort by document range.
- ◆ Left click in the **Case Number** field and key the case number.
- ◆ Select the appropriate sorting criteria.
  - ! To sort docket text by **Filed** date, click on that radio button. The start and end date ranges default to blank. Accepting the default will produce the entire docket sheet. To request a specific date range, enter the start and end dates.
  - ! To sort docket text by **Entered** date, click on that radio button. The start and end date ranges default to blank. Accepting the default

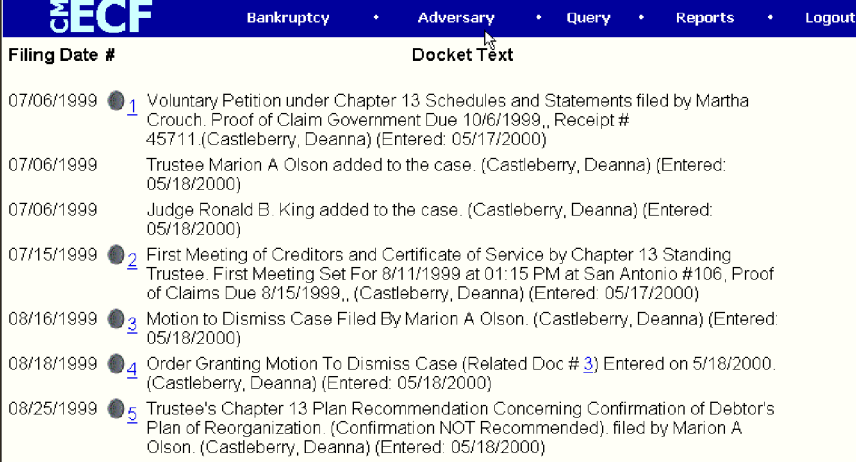
will produce the entire docket sheet. To request a specific date range, enter the start and end dates.

- ! To show terminated parties on the docket sheet, left click to place a check in the **Include terminated parties** check box.
- ! To request a Public Docket, left click to place a check in the **Public docket** check box.
- ! To include the hypertext link to the **Notice of Electronic Filing**, left click to place a check in the **Include links to Notice of Electronic Filing** check box.

◆ Click on **Run Report**.

**STEP 5** The **Docket Text** report is displayed on screen.

- ◆ If the **Include links Notice of Electronic Filing** criteria is selected, the Docket Sheet will display with a  in front of the Document Number hypertext link. (See figure 5.)



Filing Date	#	Docket Text
07/06/1999	1	Voluntary Petition under Chapter 13 Schedules and Statements filed by Martha Crouch. Proof of Claim Government Due 10/6/1999., Receipt # 45711.(Castleberry, Deanna) (Entered: 05/17/2000)
07/06/1999		Trustee Marion A Olson added to the case. (Castleberry, Deanna) (Entered: 05/18/2000)
07/06/1999		Judge Ronald B. King added to the case. (Castleberry, Deanna) (Entered: 05/18/2000)
07/15/1999	2	First Meeting of Creditors and Certificate of Service by Chapter 13 Standing Trustee. First Meeting Set For 8/11/1999 at 01:15 PM at San Antonio #106, Proof of Claims Due 8/15/1999., (Castleberry, Deanna) (Entered: 05/17/2000)
08/16/1999	3	Motion to Dismiss Case Filed By Marion A Olson. (Castleberry, Deanna) (Entered: 05/18/2000)
08/18/1999	4	Order Granting Motion To Dismiss Case (Related Doc # 3) Entered on 5/18/2000. (Castleberry, Deanna) (Entered: 05/18/2000)
08/25/1999	5	Trustee's Chapter 13 Plan Recommendation Concerning Confirmation of Debtor's Plan of Reorganization. (Confirmation NOT Recommended). filed by Marion A Olson. (Castleberry, Deanna) (Entered: 05/18/2000)

- ◆ Click on the [Receipt \(Notice of Electronic Filing\)](#) link.

◆ The **LECTURE** screen appears (See Figure 6.)



SE  
T  
CE  
TY  
scr  
will  
ear  
(Se  
Fig  
6.)

- ◆ Left click the appropriate radio button to select the Html or Text version of the report.
  - ! The Html selection displays the **Notice of Electronic Filing** with hypertext links to the case and the document.
  - ! The Text selection displays the **Notice of Electronic Filing** without any hypertext links.
- ◆ Left click **Display Receipt**.
- ◆ The **Notice of Electronic Filing** will display in the selected version (See Figure 7.)

ECF		Bankruptcy	Adversary	Query	Reports	Logout
U.S. Bankruptcy Court Texas Western Notice of Electronic Filing						
Case Name:	Martha Crouch					
Case Number:	<a href="#">99-53038</a>					
Document Number:	<a href="#">1</a>					
Docket Text:	Voluntary Petition under Chapter 13 Schedules and Statements filed by Martha Crouch. Proof of Claim Government Due 10/6/1999,, Receipt # 45711.(Castleberry, Deanna)					
The following document(s) are associated with this transaction:						
Document description:	Main Document					
Original filename:	O:/TEAM-A/williamsordlftsty.pdf					
Electronic document Stamp:	KeyFile is not available for this court					

□igü•ẽ Û

- ◆ Left click the **Print** button on the browser tool bar to print the docket sheet.